

**REPORT OF THE TRUSTEES AND
UNAUDITED FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2024

FOR

STEPS**

Mark J Rees LLP Chartered Accountants
Granville Hall
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STEPS

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FOR THE YEAR ENDED 31 MARCH 2024**

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STEPS

REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31 MARCH 2024

The trustees present their report with the financial statements of the charity for the year ended 31 March 2024. The trustees have adopted the provisions of Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2019).

OBJECTIVES AND ACTIVITIES

Objectives and aims

The aims of Steps are:

1. In partnership with parents, to provide high quality early education opportunities for children aged 0-5 with motor learning difficulties and their families. Through use of structured play, The Early Years Foundation stage of the national curriculum within the framework of Conductive Education, children are encouraged to achieve stepped goals that enhance skills for independence in everyday life and boost esteem in both parent and child. By working and playing together, families learn to celebrate success and recognise the potential in every child.
2. To provide ongoing support for children over years who have motor learning difficulties in the form of a gym club, and activity days organised annually for all parents/carers, their children, and siblings.
3. To promote the benefits of Conductive Education with the statutory bodies nationally.

The Trustees have had due regard to the guidance published by the Charity Commission on public benefit as required by the Charities (Accounts and reports) Regulations 2008.

Significant activities

Steps is a small, well established charity supporting families with children who have disabilities. We offer a free and unique service following the principles of Conductive Education for children with conditions that cause motor impairments or motor development delays. We work with young children who have Cerebral Palsy, chromosome disorders including Down Syndrome or other conditions which affect the acquisition of motor skills. Many of our children have life limiting conditions and illnesses. The focus is on the potential of each child and how each child's development can be enhanced through an optimistic and informed approach. Conductive Education combines education, psychology and medical science and considers all aspects of development. Our goal is to develop the skills the children need to progress and maximize their potential. At the same time, we provide parents with the knowledge, confidence and strength they need to understand how they can enhance the development of their child.

Steps believes firmly in early intervention and we take children from a few weeks old into our sessions. The children learn in small groups according to their specific needs and abilities with parents staying with the child in the session, as it is strongly felt that everything taught at Steps can be continued in the home. The parents are placed very much at the forefront of their child's education. We focus on the children and not their disability. Every small achievement the children make is greatly applauded and child and parent are encouraged every step of the way. The service is a lifeline to the families and children of the East Midlands, and has helped hundreds of children over the years since its inception in 1994 with a very established, core team of professionals who work with the children in our care. Our team are all qualified practitioners who in the majority have worked at Steps directly with the children for many years. We are led and managed by an experienced board of Trustees, two of whom have children who have attended the Steps sessions and have lived through the experience.

Steps has an open door policy and parents may refer themselves, or other parents will recommend the service to families. Professionals such as Health Visitors or Paediatricians will also encourage families to get in touch. There are very few services in the UK that support both child and parent together in the same place and this service offers this invaluable support.

The year ending 31st March 2024 was the 30th year of operation for Steps.

STEPS

REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31 MARCH 2024

ACHIEVEMENT AND PERFORMANCE

Charitable activities

Overview of the year

The numbers of children needing our support remains stable and the complex needs of those children that access our service have become more varied.

Our service is now running its face-to-face sessions daily and online sessions once a week for any family that cannot attend the centre or may wish to access a session online. Although we realise that our online service is not as comprehensive as our face-to-face teaching, it has meant that families do not have to travel for miles to access the service.

In practice, we have a mixed diversity of people that actively engage with us. Some of the Steps Trustees and staff team have lived experience of the challenges that our families are going through which we feel really benefits our service users.

The Chatterbox time at the start of each session remains an important part of our programme. Chatterbox was originally introduced as our team were so concerned that the children who had been born during the Pandemic or who attended Steps during this time were socially deprived. This part of the session takes place every day for the first half hour and settles the children into the daily routine. Chatterbox encourages speech and language development for our children and early communication skills. Parents/carers also benefit from this part of the session as they can talk with other parents who share similar life experiences. Chatterbox has been running for two years now and it is lovely to see families chatting together with their children.

Steps children communicate in a variety of ways and in the majority, they have speech delays or are nonverbal. We use Makaton in all sessions and our own body language with gestures for early communication. Steps children are very reliant on these forms of communication as a form of making themselves heard and ensuring that their needs are met. Chatterbox has been an important part of the programme to address these needs.

Children

Our numbers of children have remained stable over the year, and we have supported fifty children and their families during this time.

The children have enjoyed the family activity weeks that we have put into our programme over the last year. The highlights of the trips were The National Space Centre and Sea Life in Birmingham. All families enjoyed the trips and were grateful to us for organising them, without our support, many of them would not consider such outings. It was great to see the families relaxed and making memories together. Bonding is crucially important for the children and families, and we understand that the stresses of family life have increased in recent times, making this something that is harder for our families to achieve. Building memories is very important for the children and parents under our care as many of the children have life-limiting conditions and illnesses. Siblings also really enjoy spending time as a whole family bonding with their disabled brother or sister and enjoying some family special times.

The Team is using Tapestry as a way of communicating with our families using a private portal that parents can log on to in Steps website at any point of the day or night to look at their child's journey with us at Steps.

Staff have continued with Professional Development throughout the year. Indila Simandi and Natalie Roberts share the role of Designated Lead Safeguarding Officers.

Staffing

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REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31 MARCH 2024

Trish Mabbott continues as our Fundraiser and Operations Manager. Her experience in leading the team and her wealth of knowledge of the service has always been exemplary, and she provides Steps with the stability and knowledge that it needs to continue to offer an outstanding service. Trish has led the team with the support and guidance of the Trustees during the last fifteen years and continues to build on relationships with funders.

Natalie Roberts continues as Centre Manager. Natalie joined Steps in September 2022 after a long career in Early Years Education. Natalie has come from a management role in a pre-school attached to a local primary school and has also worked in other school settings as well as the private Nursery sector. Natalie lives locally and supports Trish Mabbott our Fundraiser and Operations Manager by managing the Steps Centre, coordinating events and visits to support the activities of the charity.

Both Trish and Natalie are supported by Conductors, an admin team and volunteers.

Working with the Community and volunteers

We continue to be involved with our local community through talks given to community groups by our Centre Manager and a longstanding volunteer. We also have organisations such as David Wilson Homes who organise volunteering days with Steps to carry out necessary maintenance tasks and gardening projects.

We have three regular volunteers who support Steps, one of our volunteers is based in the classroom with the children. The team have found this support helpful, and the families all enjoy their sessions with her.

The children have enjoyed being part of the local community with visits to a farm and several visits to a local play centre.

We have used a trained Counsellor who practices locally to regularly support our parents and we refer them as needed.

We have engaged with local training providers to support their students with placements at Steps. Two of our team have also given presentations to other Conductive Education Centres in a conference this year around the work that we do at Steps. One of the centres is planning to visit Steps to observe our practice so that they can take some ideas back to use in their own setting.

Working with Health and Education

Steps is no longer supported through the area CCGs, and this continues to have an impact on our funding.

Steps continues to keep abreast of new Government initiatives and current Early Years Practice. Our Conductors attend children's review meetings as necessary. The team attend training that supports best practice.

Charitable Events

The Chairman of the Northwest Leicestershire Council has chosen Steps to be his charity of the year. Steps Trustees have attended several events organised by Councillor Ray Morris which have been thoroughly enjoyed.

Steps was awarded Charity of the year status through The Furnley House Foundation. Our Centre Manager gave a presentation to the Foundation about the work that is carried out at Steps leading us to be chosen for this amazing award.

The Building

We have had some large repairs in the last year due to general wear and tear of the building consistent with its age. We have also noticed a significant increase in our gas and electricity bills which has had an impact on our finances.

The Future

STEPS

REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31 MARCH 2024

This year we have continued to see consistent numbers of children accessing the service. This service is a lifeline to the families and children of the East Midlands and those further afield through our online sessions. Steps has helped hundreds of children over the years since its inception in 1994 with a very established, core team of dedicated professionals who work tirelessly with the children in our care. As a service we believe firmly in early intervention and supporting those who need our help.

We constantly look for ways to improve our service and support the challenges that our families are faced with on a daily basis.

Funding

We have been awarded another grant from The National Lottery Community Foundation for the work around Chatterbox. The grant will support Steps for five years and makes up a proportion of our funding needs. We are extremely grateful and proud to be continually supported by the National Lottery Community Foundation. This grant will enable Steps to diversify in its future offer and gives us stability to continue to run our vital service.

We have also been successful in gaining another grant from Children In Need which is extremely important not only in monetary terms but also as an accolade of our worth. The funding will help support two of our teaching teams salaries. We really find that both The National Lottery Community Fund and Children In Need have a great impact on Steps being looked at favourably by funders.

In general grants are harder to gain funding from as it is now so competitive. Steps relies totally on grants from Trusts and Foundations and general donations to run its service.

Steps is no longer supported by the area CCGs due to their change of funding criteria and this continues to have a big impact on our income generation.

FINANCIAL REVIEW

Financial position

It is the policy of the Trustees to maintain unrestricted general funds, not committed or invested in fixed assets, at a level which equates with up to three months' unrestricted expenditure, in order to provide sufficient funds to finance expenditure on charitable activities and governance costs. Unrestricted funds have remained at that level throughout the year.

The charity had a number of unrestricted funds which have arisen from various grants, donations, and fundraising income to finance expenditure on specific purposes, including the building fund for the old scout hut renovation and ongoing maintenance and future development of this site.

STRUCTURE, GOVERNANCE AND MANAGEMENT

Governing document

STEPS is a registered charity and was established under a trust deed dated 29th May 1997 as amended by supplemental deeds dated 19 November 1998, 19 January 2000, 25 March 2003, 23 August 2008, 26 January 2012 and 13 February 2019.

Recruitment and appointment of new trustees

Additional trustees are recruited and appointed by the existing trustees.

Organisational structure

The Trust Deed provides for a minimum of 3 Trustees. The Trustees meet on a regular basis and are responsible for the overall policy for running the charity and advising on all matters relating to staff and finance.

Angie Higgins is the administrator for the Steps Lottery club.

STEPS

REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31 MARCH 2024

STRUCTURE, GOVERNANCE AND MANAGEMENT

Induction and training of new Trustees

The induction and training of new Trustees is provided by the existing Trustees and external professional training courses, as appropriate to ensure the Trustees fulfill the Charity's objective.

Related parties

Details of related parties and transactions with them are given in the notes to the financial statements.

Risk management

The Trustees have a duty to identify and review the risks to which the charity is exposed and to ensure appropriate controls are in place to provide reasonable assurance against fraud and error.

REFERENCE AND ADMINISTRATIVE DETAILS

Registered Charity number

1063143

Principal address

The Old School
40 Loughborough Road
Shepshed
Loughborough
Leicestershire
LE12 9DN

Trustees

Mr J Montague (Chairman)
Mrs RJN Conley-Rimmington CBE
Mr A Carr
Ms L Beales
Ms J Cooper-Hudson
Dr AIA Lennox
Mr D Andrews (appointed 12.3.2024)

Independent Examiner

Mr P Bott FCA BSc (Hons)
Institute of Chartered Accountants in England and Wales
Mark J Rees LLP Chartered Accountants
Granville Hall
Granville Road
Leicester
Leicestershire
LE1 7RU

Bankers

CAF Bank Limited
25 Kings Hill Avenue
Kings Hill
West Malling
Kent
ME19 4JQ

STEPS

REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31 MARCH 2024

Virgin Money
3 East Gates
Leicester
LE1 5YA

Approved by order of the board of trustees on 17 October 2024 and signed on its behalf by:

Mr J Montague (Chairman) - Trustee

INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF STEPS

Independent examiner's report to the trustees of STEPS

I report to the charity trustees on my examination of the accounts of STEPS (the Trust) for the year ended 31 March 2024.

Responsibilities and basis of report

As the charity trustees of the Trust you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ('the Act').

I report in respect of my examination of the Trust's accounts carried out under Section 145 of the Act and in carrying out my examination I have followed all applicable Directions given by the Charity Commission under Section 145(5)(b) of the Act.

Independent examiner's statement

Since your charity's gross income exceeded £250,000 your examiner must be a member of a listed body. I can confirm that I am qualified to undertake the examination because I am a registered member of Institute of Chartered Accountants in England and Wales which is one of the listed bodies.

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination giving me cause to believe that in any material respect:

1. accounting records were not kept in respect of the Trust as required by Section 130 of the Act; or
2. the accounts do not accord with those records; or
3. the accounts do not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 other than any requirement that the accounts give a true and fair view which is not a matter considered as part of an independent examination.

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.

Use of our report

This report is made solely to the charitable company's members, as a body, in accordance with Chapter 3 of Part 16 of the Companies Act 2006. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the charitable company and the charitable company's members as a body, for our work, for this report, or for the opinions we have formed.

Mr P Bott FCA BSc (Hons)
Institute of Chartered Accountants in England and Wales
Mark J Rees LLP Chartered Accountants
Granville Hall
Granville Road
Leicester
Leicestershire
LE1 7RU

22 October 2024

STEPS

STATEMENT OF FINANCIAL ACTIVITIES FOR THE YEAR ENDED 31 MARCH 2024

		Unrestricted funds	Restricted funds	2024 Total funds	2023 Total funds as restated
	Notes	£	£	£	£
INCOME AND ENDOWMENTS FROM					
Donations and legacies	2	122,055	124,596	246,651	264,046
Other trading activities	3	15,531	-	15,531	13,177
Investment income	4	606	-	606	450
Total		138,192	124,596	262,788	277,673
EXPENDITURE ON					
Raising funds	5	33,641	-	33,641	35,521
Charitable activities					
Leicestershire Conductive Education Centre	6	90,100	104,777	194,877	208,521
Other		14,703	-	14,703	11,970
Total		138,444	104,777	243,221	256,012
NET INCOME/(EXPENDITURE)		(252)	19,819	19,567	21,661
RECONCILIATION OF FUNDS					
Total funds brought forward					
As previously reported		575,794	74,052	649,846	661,518
Prior year adjustment	12	33,333	-	33,333	-
As restated		609,127	74,052	683,179	661,518
TOTAL FUNDS CARRIED FORWARD		608,875	93,871	702,746	683,179

The notes form part of these financial statements

STEPS

BALANCE SHEET 31 MARCH 2024

		Unrestricted funds	Restricted funds	2024 Total funds	2023 Total funds as restated
	Notes	£	£	£	£
FIXED ASSETS					
Tangible assets	13	528,320	8,738	537,058	544,293
CURRENT ASSETS					
Debtors	14	7,625	-	7,625	4,798
Cash at bank and in hand		80,215	85,132	165,347	141,710
		87,840	85,132	172,972	146,508
CREDITORS					
Amounts falling due within one year	15	(7,284)	-	(7,284)	(7,622)
NET CURRENT ASSETS		80,556	85,132	165,688	138,886
TOTAL ASSETS LESS CURRENT LIABILITIES		608,876	93,870	702,746	683,179
NET ASSETS		608,876	93,870	702,746	683,179

The notes form part of these financial statements

STEPS

BALANCE SHEET - continued
31 MARCH 2024

FUNDS	16		
Unrestricted funds:			
General fund		140,230	140,481
Revaluation reserve		468,646	468,646
		608,876	609,127
Restricted funds		93,870	74,052
TOTAL FUNDS		702,746	683,179

The financial statements were approved by the Board of Trustees and authorised for issue on 17 October 2024 and were signed on its behalf by:

Mrs RJN Conley-Rimmington CBE - Trustee

Mr J Montague (Chairman) - Trustee

The notes form part of these financial statements

STEPS

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2024

1. ACCOUNTING POLICIES

Basis of preparing the financial statements

The financial statements of the charity, which is a public benefit entity under FRS 102, have been prepared in accordance with the Charities SORP (FRS 102) 'Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2019)', Financial Reporting Standard 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland' and the Charities Act 2011. The financial statements have been prepared under the historical cost convention.

Financial reporting standard 102 - reduced disclosure exemptions

The charity has taken advantage of the following disclosure exemption in preparing these financial statements, as permitted by FRS 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland':

- the requirements of Section 7 Statement of Cash Flows.

Income

All income is recognised in the Statement of Financial Activities once the charity has entitlement to the funds, it is probable that the income will be received and the amount can be measured reliably.

Government grants

Grants that are receivable as compensation for expenses or losses already incurred or for the purpose of giving immediate financial support to the entity with no future related costs are recognised in income in the period in which it becomes receivable.

Expenditure

Liabilities are recognised as expenditure as soon as there is a legal or constructive obligation committing the charity to that expenditure, it is probable that a transfer of economic benefits will be required in settlement and the amount of the obligation can be measured reliably. Expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all cost related to the category. Where costs cannot be directly attributed to particular headings they have been allocated to activities on a basis consistent with the use of resources.

Tangible fixed assets

Depreciation is provided at the following annual rates in order to write off each asset over its estimated useful life.

Freehold property	- 2% on cost or valuation
Fixtures & equipment	- 25% on reducing balance
Software	- 33% on cost

All tangible fixed assets are capitalised and initially recognised at cost.

Freehold property is carried at its revalued cost, less depreciation.

Taxation

The charity is exempt from tax on its charitable activities.

Fund accounting

Unrestricted funds can be used in accordance with the charitable objectives at the discretion of the trustees.

Restricted funds can only be used for particular restricted purposes within the objects of the charity. Restrictions arise when specified by the donor or when funds are raised for particular restricted purposes.

STEPS

NOTES TO THE FINANCIAL STATEMENTS - continued FOR THE YEAR ENDED 31 MARCH 2024

1. ACCOUNTING POLICIES - continued

Fund accounting

Further explanation of the nature and purpose of each fund is included in the notes to the financial statements.

Pension costs and other post-retirement benefits

The charity contributes to personal pension schemes in respect of certain employees. The amount charged to the Statement of Financial Activities in respect of pension costs is the contributions payable in the year.

Debtors

Short term debtors are measured at transaction price, less any impairment. Loans receivable are measured initially at fair value, net of transaction costs, and are measured subsequently at amortised cost using the effective interest method, less any impairment.

Creditors

Short term trade creditors are measured at the transaction price. Other financial liabilities, including bank loans, are measured initially at fair value, net of transaction costs, and are measured subsequently at amortised cost using the effective interest method.

2. DONATIONS AND LEGACIES

	2024	2023 as restated
	£	£
Gift aid - income tax recoverable	2,868	4,125
Grants	199,615	128,580
Donations - Rotary	1,000	4,350
Donations - British Gypsum	-	16,025
Donations - Thomas Shipman	1,000	-
Donations - Other	15,526	20,211
Donations - Rosemary Conely	-	6,875
Donations - A Freckingham	5,000	-
Donations - J Steer	1,000	-
Donations - P J Lester	1,500	-
Donations - Ashby Bowls Club	1,290	-
Donations - Furnley House	5,000	-
Donations - JKM Swimschool	1,188	-
Donations - Quorn Ukelele Orch	2,075	-
Donations - Facebook	-	4,085
Donations - P Curley	-	1,500
Donations - Just Giving	9,589	27,044
Donations - Brush Consolidated	-	26,250
Donations - GM Hodges	-	20,000
Donations - M Duke	-	5,001
	<u>246,651</u>	<u>264,046</u>

STEPS

NOTES TO THE FINANCIAL STATEMENTS - continued FOR THE YEAR ENDED 31 MARCH 2024

2. DONATIONS AND LEGACIES - continued

Grants received, included in the above, are as follows:

	2024	2023 as restated
	£	£
Leicestershire County Council - Other	5,000	-
BBC Children in Need	15,000	66,666
Next PLC	-	12,000
The Hedley Foundation - Capital expenditure	2,000	-
The Albert Hunt Trust	3,000	-
The George Ernest Ellis Foundation	-	500
Percy Bilton Charity	5,364	-
Helen Jean Cope Charity	2,000	-
Henry Smith Charity	10,000	10,000
John Eastwood Foundation	1,000	-
National Lottery Community Fund	36,516	30,866
Maud Elkington Grant	1,000	-
Intelligent Energy Grant	9,000	-
Barratt Homes	3,000	-
Boshier Hinton foundation	2,000	-
The Dromintee Trust	20,000	-
Ethan UTD	1,235	765
Florence Turner Trust	-	500
The Barbara Ward Children's Foundation	5,000	-
Caterpillar Cares	-	800
Sir Andrew Martin Trust	-	1,000
Skipton Building Society	-	2,483
David Soloman Charitable Trust	-	1,000
Trustees of Edgar E Lawley Foundation	-	1,500
The J Reginauld Corah Foundation	500	500
C Harlow	30,000	-
Catherine Harlow - unrestricted	15,000	-
Postcode Places Trust	20,000	-
Robert Harlow Charitable Trust	5,000	-
The Dixie Rose Findlay Charitable Trust	3,000	-
The Goodman Foundation	5,000	-
	<u>199,615</u>	<u>128,580</u>

STEPS

NOTES TO THE FINANCIAL STATEMENTS - continued FOR THE YEAR ENDED 31 MARCH 2024

3. OTHER TRADING ACTIVITIES

	2024	2023 as restated
	£	£
Hire of facilities	14,400	12,532
Steps Super Lottery	1,011	630
Other fundraising income	120	15
	<u>15,531</u>	<u>13,177</u>

4. INVESTMENT INCOME

	2024	2023 as restated
	£	£
Bank interest receivable	<u>606</u>	<u>450</u>

5. RAISING FUNDS

Raising donations and legacies

	2024	2023 as restated
	£	£
Staff costs	33,025	35,229
Other fundraising expenditure	581	246
Support costs	35	46
	<u>33,641</u>	<u>35,521</u>

6. CHARITABLE ACTIVITIES COSTS

	Direct Costs (see note 7) £	Support costs £	Totals £
Leicestershire Conductive Education Centre	<u>194,637</u>	<u>240</u>	<u>194,877</u>

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NOTES TO THE FINANCIAL STATEMENTS - continued FOR THE YEAR ENDED 31 MARCH 2024

7. DIRECT COSTS OF CHARITABLE ACTIVITIES

	2024	2023 as restated
	£	£
Staff costs	134,928	134,053
Rates and water	1,954	2,036
Insurance	6,003	5,577
Light and heat	2,244	6,459
Postage, stationery and telephone	3,113	4,410
Sundries	565	1,293
Consumables - toys, equipment, films, photos etc	2,471	3,779
Training and recruitment	706	1,511
Staff expenses	4,345	2,129
Repairs and renewals	10,553	17,886
Subscriptions and licences	110	330
School outings	462	1,619
Cleaning	9,003	8,934
IT Costs	4,292	3,557
Depreciation	13,888	14,948
	<u>194,637</u>	<u>208,521</u>

8. INDEPENDENT EXAMINERS REMUNERATION

	2024	2023 as restated
	£	£
Independent examiners remuneration	<u>4,356</u>	<u>4,116</u>

9. TRUSTEES' REMUNERATION AND BENEFITS

There were no trustees' remuneration or other benefits for the year ended 31 March 2024 nor for the year ended 31 March 2023.

Trustees' expenses

There were no trustees' expenses paid for the year ended 31 March 2024 nor for the year ended 31 March 2023.

STEPS

NOTES TO THE FINANCIAL STATEMENTS - continued FOR THE YEAR ENDED 31 MARCH 2024

10. STAFF COSTS

	2024	2023 as restated
	£	£
Wages and salaries	152,349	154,292
Social security costs	8,121	8,090
Other pension costs	7,483	6,900
	<u>167,953</u>	<u>169,282</u>

The average monthly number of employees during the year was as follows:

	2024	2023 as restated
Charitable activities	6	7
Fundraising and governance	1	1
	<u>7</u>	<u>8</u>

No employees received emoluments in excess of £60,000.

Total remuneration in relation to Key Management Personnel, included within the figures above, amounts to £49,933 (2023: £46,811).

11. COMPARATIVES FOR THE STATEMENT OF FINANCIAL ACTIVITIES - 31 MARCH 2023

	Unrestricted funds	Restricted funds	Total funds as restated
	£	£	£
INCOME AND ENDOWMENTS FROM			
Donations and legacies	138,230	125,816	264,046
Other trading activities	13,177	-	13,177
Investment income	450	-	450
Total	<u>151,857</u>	<u>125,816</u>	<u>277,673</u>
EXPENDITURE ON			
Raising funds	20,545	14,976	35,521
Charitable activities			
Leicestershire Conductive Education Centre	56,719	151,802	208,521
Other	11,970	-	11,970
Total	<u>89,234</u>	<u>166,778</u>	<u>256,012</u>

STEPS

NOTES TO THE FINANCIAL STATEMENTS - continued FOR THE YEAR ENDED 31 MARCH 2024

11. COMPARATIVES FOR THE STATEMENT OF FINANCIAL ACTIVITIES - 31 MARCH 2023 - continued

	Unrestricted funds	Restricted funds	Total funds as restated
	£	£	£
NET INCOME/(EXPENDITURE)	62,623	(40,962)	21,661
RECONCILIATION OF FUNDS			
Total funds brought forward	546,503	115,015	661,518
TOTAL FUNDS CARRIED FORWARD	<u>609,126</u>	<u>74,053</u>	<u>683,179</u>

12. PRIOR YEAR ADJUSTMENT

The prior year adjustment relates to the release of £33,333 of deferred income, received from Children in Need in 2022, which should have occurred in 2023.

The adjustment has been corrected by restating each of the affected financial statement line items for the prior periods. The correction of these prior year adjustments can be identified on the statement of financial activities and the balance sheet.

13. TANGIBLE FIXED ASSETS

	Freehold property £	Fixtures & equipment £	Software £	Totals £
COST OR VALUATION				
At 1 April 2023	550,000	72,853	24,139	646,992
Additions	-	5,580	1,073	6,653
At 31 March 2024	<u>550,000</u>	<u>78,433</u>	<u>25,212</u>	<u>653,645</u>
DEPRECIATION				
At 1 April 2023	14,200	67,688	20,811	102,699
Charge for year	9,000	2,497	2,391	13,888
At 31 March 2024	<u>23,200</u>	<u>70,185</u>	<u>23,202</u>	<u>116,587</u>
NET BOOK VALUE				
At 31 March 2024	<u>526,800</u>	<u>8,248</u>	<u>2,010</u>	<u>537,058</u>
At 31 March 2023	<u>535,800</u>	<u>5,165</u>	<u>3,328</u>	<u>544,293</u>

STEPS

NOTES TO THE FINANCIAL STATEMENTS - continued FOR THE YEAR ENDED 31 MARCH 2024

13. TANGIBLE FIXED ASSETS - continued

Cost or valuation at 31 March 2024 is represented by:

	Freehold property £	Fixtures & equipment £	Software £	Totals £
Valuation in 2022	(513,349)	-	-	(513,349)
Cost	1,063,349	78,433	25,212	1,166,994
	<u>550,000</u>	<u>78,433</u>	<u>25,212</u>	<u>653,645</u>

If freehold land and buildings had not been revalued they would have been included at the following historical cost:

	2024 £	2023 as restated £
Cost	<u>1,063,349</u>	<u>1,063,349</u>
Aggregate depreciation	<u>(1,061,663)</u>	<u>(1,052,663)</u>

Freehold land and buildings were valued on an open market basis on 27 September 2022 by Sturgis, Snow and Astill LLP.

Included in cost of freehold property is freehold land of £100,000 (2023: £100,000).

14. DEBTORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	2024 £	2023 as restated £
Other debtors	2,487	379
Tax	2,868	2,912
Prepayments	2,270	1,507
	<u>7,625</u>	<u>4,798</u>

STEPS

NOTES TO THE FINANCIAL STATEMENTS - continued FOR THE YEAR ENDED 31 MARCH 2024

15. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	2024	2023 as restated
	£	£
Other creditors	2,044	3,164
Accruals and deferred income	5,240	4,458
	<u>7,284</u>	<u>7,622</u>

16. MOVEMENT IN FUNDS

	At 1.4.23 £	Prior year adjustment £	Net movement in funds £	At 31.3.24 £
Unrestricted funds				
General fund	107,148	33,333	(251)	140,230
Revaluation reserve	468,646	-	-	468,646
	<u>575,794</u>	<u>33,333</u>	<u>(251)</u>	<u>608,876</u>
Restricted funds				
Building fund	11,027	-	(85)	10,942
Question of Brains	13,104	-	-	13,104
Screwfix	5,000	-	(5,000)	-
Henry Smith Grant	4,167	-	3,333	7,500
Digital Fund	17,744	-	(6,728)	11,016
BBC Children in Need	8,333	-	(4,583)	3,750
Barratt Homes	1,000	-	-	1,000
The Gordon Trust	2,000	-	(1,027)	973
The Everard Foundation	2,000	-	(2,000)	-
Boshier Hinton Foundation	593	-	1,407	2,000
Dromitee Trust	2,500	-	10,833	13,333
Edgar E Lawley Foundation	1,500	-	-	1,500
David Solomon Charitable Trust	1,000	-	(1,000)	-
Skipton Building Society	1,645	-	(1,645)	-
Fibre Optics	800	-	3,385	4,185
National Lottery Community Fund	1,139	-	(550)	589
Sir Andrew Martin Trust	500	-	(500)	-
Hedley Foundation	-	-	2,000	2,000
Intel energy grant	-	-	8,145	8,145
Postcode Lottery	-	-	13,333	13,333
J Corah	-	-	500	500
	<u>74,052</u>	<u>-</u>	<u>19,818</u>	<u>93,870</u>
TOTAL FUNDS	<u>649,846</u>	<u>33,333</u>	<u>19,567</u>	<u>702,746</u>

STEPS

NOTES TO THE FINANCIAL STATEMENTS - continued FOR THE YEAR ENDED 31 MARCH 2024

16. MOVEMENT IN FUNDS - continued

Net movement in funds, included in the above are as follows:

	Incoming resources £	Resources expended £	Movement in funds £
Unrestricted funds			
General fund	123,192	(123,443)	(251)
C Harlow - unrestricted	15,000	(15,000)	-
	<u>138,192</u>	<u>(138,443)</u>	<u>(251)</u>
Restricted funds			
Building fund	-	(85)	(85)
Screwfix	-	(5,000)	(5,000)
Henry Smith Grant	10,000	(6,667)	3,333
Digital Fund	4,000	(10,728)	(6,728)
BBC Children in Need	15,000	(19,583)	(4,583)
The Gordon Trust	-	(1,027)	(1,027)
The Everard Foundation	-	(2,000)	(2,000)
Boshier Hinton Foundation	2,000	(593)	1,407
Dromitee Trust	20,000	(9,167)	10,833
David Solomon Charitable Trust	-	(1,000)	(1,000)
Skipton Building Society	-	(1,645)	(1,645)
Fibre Optics	5,580	(2,195)	3,385
National Lottery Community Fund	36,516	(37,066)	(550)
Sir Andrew Martin Trust	-	(500)	(500)
Hedley Foundation	2,000	-	2,000
Intel energy grant	9,000	(855)	8,145
Postcode Lottery	20,000	(6,667)	13,333
J Corah	500	-	500
	<u>124,596</u>	<u>(104,778)</u>	<u>19,818</u>
TOTAL FUNDS	<u>262,788</u>	<u>(243,221)</u>	<u>19,567</u>

STEPS

NOTES TO THE FINANCIAL STATEMENTS - continued FOR THE YEAR ENDED 31 MARCH 2024

16. MOVEMENT IN FUNDS - continued

Comparatives for movement in funds

	At 1.4.22 £	Net movement in funds £	Transfers between funds £	At 31.3.23 £
Unrestricted funds				
General fund	67,590	62,624	10,267	140,481
Revaluation reserve	478,913	-	(10,267)	468,646
	<u>546,503</u>	<u>62,624</u>	<u>-</u>	<u>609,127</u>
Restricted funds				
Building fund	20,141	(9,114)	-	11,027
Question of Brains	1,104	12,000	-	13,104
LCC Community Fund	7,500	(7,500)	-	-
Screwfix	5,000	-	-	5,000
Henry Smith Grant	4,167	-	-	4,167
Digital Fund	35,022	(17,278)	-	17,744
The Sobell Foundation	1,667	(1,667)	-	-
BBC Children in Need	8,333	-	-	8,333
Barratt Homes	3,000	(2,000)	-	1,000
Amazon Community	1,000	(1,000)	-	-
Lillie Johnson Trust	500	(500)	-	-
Mary Potter Trust	3,000	(3,000)	-	-
Maud Elkinton Charitable Trust	1,000	(1,000)	-	-
The Gordon Trust	2,000	-	-	2,000
The Everard Foundation	2,000	-	-	2,000
Boshier Hinton Foundation	831	(238)	-	593
Dromitee Trust	12,500	(10,000)	-	2,500
The Randal Charitable Foundation	6,250	(6,250)	-	-
Edgar E Lawley Foundation	-	1,500	-	1,500
David Soloman Charitable Trust	-	1,000	-	1,000
Skipton Building Society	-	1,645	-	1,645
Fibre Optics	-	800	-	800
National Lottery Community Fund	-	1,139	-	1,139
Sir Andrew Martin Trust	-	500	-	500
	<u>115,015</u>	<u>(40,963)</u>	<u>-</u>	<u>74,052</u>
TOTAL FUNDS	<u>661,518</u>	<u>21,661</u>	<u>-</u>	<u>683,179</u>

STEPS

NOTES TO THE FINANCIAL STATEMENTS - continued FOR THE YEAR ENDED 31 MARCH 2024

16. MOVEMENT IN FUNDS - continued

Comparative net movement in funds, included in the above are as follows:

	Incoming resources £	Resources expended £	Movement in funds £
Unrestricted funds			
General fund	151,857	(89,233)	62,624
Restricted funds			
Building fund	-	(9,114)	(9,114)
Question of Brains	12,000	-	12,000
LCC Community Fund	-	(7,500)	(7,500)
Henry Smith Grant	10,000	(10,000)	-
Digital Fund	1	(17,279)	(17,278)
The Sobell Foundation	-	(1,667)	(1,667)
BBC Children in Need	66,666	(66,666)	-
Barratt Homes	-	(2,000)	(2,000)
Amazon Community	-	(1,000)	(1,000)
Lillie Johnson Trust	-	(500)	(500)
Mary Potter Trust	-	(3,000)	(3,000)
Maud Elkinton Charitable Trust	-	(1,000)	(1,000)
Boshier Hinton Foundation	-	(238)	(238)
Dromitee Trust	-	(10,000)	(10,000)
The Randal Charitable Foundation	-	(6,250)	(6,250)
Edgar E Lawley Foundation	1,500	-	1,500
David Soloman Charitable Trust	1,000	-	1,000
Skipton Building Society	2,483	(838)	1,645
Fibre Optics	800	-	800
National Lottery Community Fund	30,866	(29,727)	1,139
Sir Andrew Martin Trust	500	-	500
	<u>125,816</u>	<u>(166,779)</u>	<u>(40,963)</u>
TOTAL FUNDS	<u>277,673</u>	<u>(256,012)</u>	<u>21,661</u>

Building Fund

The Building Fund represents the amount of grants, donations and fundraising income which have been specifically received to finance the purchase, refurbishment and improvement of the freehold property at St Botolph's Old School. This was purchased in the year ended 31 March 2007 and subsequent expenditure has been incurred on refurbishment, improvements and the purchase of equipment. This includes the value of donated building work and related professional services provided to the charity free of charge in the year ended 31 March 2008. The cost of this expenditure has been reduced by depreciation as appropriate to reduce the value of these assets over their useful economic life. The freehold property was revalued in September 2022 and the Trustees agree this value in the year ended 31 March 2024.

Question of Brains Fund and Next combined

STEPS

NOTES TO THE FINANCIAL STATEMENTS - continued FOR THE YEAR ENDED 31 MARCH 2024

16. MOVEMENT IN FUNDS - continued

The Question of Brains Fund represents the amount of grants, donations and fundraising income which have been specifically received in connection with the annual Question of Brains fundraising event. This amount is expected to be expended in full during the year to 31 March 2025.

The Digital Fund

The Digital Fund represents the amount of grants, donations and fundraising income which have been specifically received to finance the development and ongoing costs associated with online sessions and services.

Edgar E Lawley Foundation

The Edgar E Lawley Foundation represents the amount of grant income which has been specifically received to support the costs of volunteers at Steps.

Barratt Homes

The Barratt Homes represents the amount of grants income to be spent on staff training.

BBC Children in Need

The BBC Children in Need Fund represents the amount of grant income which has been specifically received to finance the salary of two employees. This amount is expected to be expended in full during the year to 31 March 2025.

The Hedley Foundation

The Hedley Foundation grant represents the grant income to be used for dance sessions and family events/outings during the year to 31 March 2025.

The Boshier- Hinton Foundation

The Boshier- Hinton Foundation represents the amount of grant income which has been specifically received to finance dance sessions and family events/outings during the year to 31 March 2025.

Henry Smith Charity

The Henry Smith Charity grant represents the amount of grant income which has been specifically received to finance the salary of one staff member.

Dromintee Trust

The Dromintee Fund represents the amount of grant income which has been specifically received to finance the salary of one employee. This amount is expected to be expended in full during the year to 31 March 2025.

The Gordon Trust

The Gordon Trust represents the amount of grant income which has been specifically received to finance capital works.

STEPS

NOTES TO THE FINANCIAL STATEMENTS - continued FOR THE YEAR ENDED 31 MARCH 2024

16. MOVEMENT IN FUNDS - continued

J Reginald Corah Foundation

The J Reginald Corah Foundation represents the amount of grant income which has been specifically received to fund equipment.

Postcode Lottery

The Postcode Lottery represents the amount of grant income which has been specifically received to finance the salary of one staff member.

Intelligent Energy

The Intelligent Energy grant represents the grant income for equipment, dance sessions and family events/outings during the year to 31 March 2025.

National Lottery Community Fund

The National Lottery Community Fund represents the amount of grant income which has been specifically received to finance ongoing costs including salaries, utilities and trips. This amount is expected to be expended in full during the year to 31 March 2025.

17. RELATED PARTY DISCLOSURES

There were no related party transactions for the year ended 31 March 2024. Nor for the year ended 31 March 2023.

18. PENSION COMMITMENTS

The charity contributes to personal pension schemes in respect of certain employees. The amount charged to the Statement of Financial Activities in respect of pension costs this year was £7,483 (2023: £6,900). The amount outstanding at the year end was £nil (2023: £nil).

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DETAILED STATEMENT OF FINANCIAL ACTIVITIES FOR THE YEAR ENDED 31 MARCH 2024

	2024	2023 as restated
	£	£
INCOME AND ENDOWMENTS		
Donations and legacies		
Gift aid - income tax recoverable	2,868	4,125
Grants	199,615	128,580
Donations - Rotary	1,000	4,350
Donations - British Gypsum	-	16,025
Donations - Thomas Shipman	1,000	-
Donations - Other	15,526	20,211
Donations - Rosemary Conely	-	6,875
Donations - A Freckingham	5,000	-
Donations - J Steer	1,000	-
Donations - P J Lester	1,500	-
Donations - Ashby Bowls Club	1,290	-
Donations - Furnley House	5,000	-
Donations - JKM Swimschool	1,188	-
Donations - Quorn Ukelele Orch	2,075	-
Donations - Facebook	-	4,085
Donations - P Curley	-	1,500
Donations - Just Giving	9,589	27,044
Donations - Brush Consolidated	-	26,250
Donations - GM Hodges	-	20,000
Donations - M Duke	-	5,001
	246,651	264,046
Other trading activities		
Hire of facilities	14,400	12,532
Steps Super Lottery	1,011	630
Other fundraising income	120	15
	15,531	13,177
Investment income		
Bank interest receivable	606	450
Total incoming resources	262,788	277,673

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STEPS

DETAILED STATEMENT OF FINANCIAL ACTIVITIES FOR THE YEAR ENDED 31 MARCH 2024

	2024	2023 as restated
	£	£
EXPENDITURE		
Raising donations and legacies		
Wages	28,855	30,575
Social security	2,727	3,125
Pensions	1,443	1,529
Other fundraising expenditure	581	246
	33,606	35,475
Charitable activities		
Wages	123,494	123,717
Social security	5,394	4,965
Pensions	6,040	5,371
Rates and water	1,954	2,036
Insurance	6,003	5,577
Light and heat	2,244	6,459
Postage, stationery and telephone	3,113	4,410
Sundries	565	1,293
Consumables - toys, equipment, films, photos etc	2,471	3,779
Training and recruitment	706	1,511
Staff expenses	4,345	2,129
Repairs and renewals	10,553	17,886
Subscriptions and licences	110	330
School outings	462	1,619
Cleaning	9,003	8,934
IT Costs	4,292	3,557
Depreciation of tangible fixed assets	13,888	14,948
	194,637	208,521
Support costs		
Finance		
Bank charges	122	163
Governance costs		
Independent examiners remuneration	4,356	4,116
Professional fees	10,500	7,737
	14,856	11,853
Total resources expended	243,221	256,012
Net income	19,567	21,661

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